INSTRUCTIONS FOR R&D DOCUMENT TRANSMITTAL FORM FOR CENTRAL FILE

Please type the following:

Date:

The **Date** is the date the document has on it --
DO NOT type the date the transmittal form is created.

Acceptable Formats

- March 10, 1993
- 3/10/93
- 3-10-93

Unacceptable Format

- 930310

Author(s):

This is the author(s) of the document. Type it as it is on the document without the Mr., Ms., or III, etc.

Acceptable Formats

- J. E. James and F. E. McDonald
- J. James, F. McDonald
- J. James

Non-R&D

- J. James/Engineering
- F. E. McDonald; Leaf

Unacceptable Formats

- Dr. J. E. James, III
- Mr. James
- Ms. F. McDonald

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Subject/Title:

This must be typed exactly as it is on the **Subject** line of the correspondence. If it is a letter or another type of document without a title, you will need to create a meaningful title to place here.

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* Letter
* Correspondence

Primary Recipient

This is what is typed in the **To** line of the correspondence. If it is a letter, this should be the recipient of the letter.

Acceptable Formats

* K. G. Taylor/Leaf
* D. Smith
* Distribution
* W. Jones; Computer Works, Inc.
* Blank – if it is not written to anyone

Unacceptable Formats

* W. Jones (non–R&D)
* K. Taylor, Jr.
* Ms. D. Smith

Project Number:

This is the project to which you, the author, belong. This is NOT your cost center number. See management, if you are unsure.

Major R&D Program Name Work Performed For:

One or more of the eight major R&D program names. See management, if you are unsure. Leave blank if it is not one of the eight.

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Indicate whether the document is restricted or not. All documents are considered Confidential, but a Restricted document needs management approval before it is issued by Central File, even within R&D.

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- Yes
- Y
- No
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- Or Blank if No

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- –
- X
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Leave blank until further notice.

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Put the official category code from the Retention Schedule. This should also be indicated on the document next to Central File under distribution list.

Abstract:

This should be a narrative description of what the document is about. You can use the objective(s), summary or conclusion(s) already written in the document.

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